

Internal/External Posting
STATE OF MONTANA JOB VACANCY
DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

February 11, 2008

Job Title:	Substance Abuse Counselor	Position No.:	64104055
Division:	Pine Hills Youth Correctional Facility	Bargaining Unit:	No
Location:	Miles City	Supplement:	No
Status:	Permanent/Full-time	Shift:	TBD
Salary:	\$18.817	Pay Band	5

Application Deadline: Applications may be returned to:

Pine Hills Youth Correctional Facility

Attn: Julie Straub

4 North Haynes Avenue

Miles City MT 59301

fax to (406)232-7432

email jstraub@mt.gov

No later than 5:00 p.m., February 26, 2008

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information: Pine Hills Youth Correctional Facility provides clinical, nursing, education, recreation, group living and other services to treat emotional, behavioral, social and educational problems of delinquent juvenile offenders committed to the Department of Corrections. The Substance Abuse Counselor is an integral part of the treatment team and functions within the Clinical Services Section and Chemical Dependency Unit, providing Chemical Dependency Services to Adjudicated male youth.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Julie Straub, Personnel Officer at 406-233-2251.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request, reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

1. Counseling

- Manages caseload of up to twenty youth as assigned by Institutional Services Manager.
- Counsels using knowledge of current Chemical Dependency counseling methods in order to reduce problems associated with use.
- Facilitates therapeutic and educational groups for offenders to assist problem identification and resolution by combining experience, knowledge of group and family counseling principles, criminal behaviors and thinking, available group resources and facility philosophy.
- Provides therapeutic counseling for offenders and their families to stimulate positive changes in dysfunctional behavior patterns using multiple therapeutic techniques and counseling models.
- Coordinates continuation of care services for youth being released or discharged from the facility.

- Intervenes immediately for physically/emotionally out of control juveniles.
- Documents weekly visits, monthly reviews and three-month reviews with each youth to maintain documentation and observe progress.

2. Case Management

- Designs individualized case plans and measurable objectives to initiate recognition and resolution of criminal behaviors using multiple therapeutic techniques and strategies. Presents case plans to the multi-disciplinary Treatment Team.
- Prepares written reports relative to offender's treatment needs by interviewing offender, guardians (when appropriate), staff, and community professionals and by reviewing existing case management records.
- Presents written and oral case information in a variety of case review forums to establish treatment needs, evaluate progress of established goals, and re-evaluate the appropriateness of existing goals for recommended program changes by using various communication techniques and formats.
- Write letters, complete applications and forms, and prepares documentation needed to access community-based programs and services to facilitate offender's transition back into the community.
- Maintains verbal and written communication with staff, guardians (when appropriate), parole, court, community professionals, psychiatrist and other persons associated with the offender to maintain consistent supervision, treatment and intervention.
- Completes a synopsis of relevant information for the facility psychiatrist regarding ongoing juvenile behavior (progress and side-effects) in relation to prescribed psychotropic medication.
- Refers youth to appropriate therapeutic service providers.
- Maintains case files in accordance with prescribed federal, state, department, and institutional guidelines, policies, and procedures.
- Proposes placement plans to parole officers. Completes referrals to transition centers and other appropriate aftercare placements.
- Reinforces departmental policies and guidelines when offenders challenge facility rules and procedures or staff decisions using communication and mediation skills.
- Researches an offender's case history in preparation for testifying at court by studying available case history information and by preparing for a possible court appearance with attorneys, Probation and Parole Officers and other individuals.

2. Chemical Dependency Evaluations

- Screens and evaluates offenders for the chemical dependency program using assessment tools to determine treatment needs and to formulate treatment plans.
- Functions as source of information for co-workers when developing case plans for substance use offenders not designated for the Chemical Dependency Program at the facility.

Qualifications:

A. Thorough Knowledge of:

- Principles and practices of Chemical Dependency Counseling.
- Intervention, assessment, evaluation, individual, group, and family counseling skills.
- Treatment planning, A.S.A.M. and DSM IV TR criteria, prevention, continuum of care, referral networks, treatment of Dual Diagnosis, treatment of mentally/emotionally disturbed offenders and crisis resolution techniques.
- Time management and case management.
- Departmental and Divisional policy and philosophy.
- Application procedures for group homes, interstate compacts, and residential placements.

B. Skilled in:

- Interpreting information to make accurate diagnosis of substance related disorders and their impact on criminal behavior; making DSM IV Axis one diagnosis specific to substance use disorders.
- Determining the severity and course specifiers when making a DSM IV TR diagnosis. A thorough understanding of substance related disorders is critical to determining the difference between substance abuse and substance dependence using DMS IV criteria. Use of ASAM criteria to determine appropriate level of treatment necessary.
- Effectively communicating orally and in writing.
- Working cooperatively with other human service and correctional professionals.
- Facilitating therapeutic individual and group counseling sessions.
- Completing and interpreting a variety of standardized assessment tools.
- Using knowledge, experience, and good judgment in evaluating and identifying substance abuse disorders to design and implement therapeutic treatment strategies and case plans.
- Verbally and physically de-escalating out-of-control juveniles.
- Utilizing knowledge of applicable laws and policies.
- Developing individualized treatment plans that are ASAM dimensional specific.
- Enlisting the offender in formulation of his continuum of care plan.

C. Competencies:

Commitment: Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others.

Communication: Provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively.

Understanding, Sensitivity and Trust Building: Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with those involved.

Influential: Creates successful outcomes by sharing knowledge and information within the work unit and across organization lines.

Conflict Management: Manages disagreements through open discussion with affected parties; seeks collaborative resolution while keeping the best interests of the organization in mind.

Facilitation: Manages the interaction of people in group settings to achieve a goal.

Initiative and Accountability: Focuses efforts and energy on successfully attaining organizational goals and objectives. This includes making difficult decisions and persisting even when confronted by obstacles or adversity and may involve questioning status quo assumptions.

Personal Effectiveness: Puts customers and co-workers at ease through awareness of, and consideration for, the opinions and feelings of other people.

Ethics: Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles.

Thinking & Problem Solving: Uses reason and logic to identify and solve problems

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a Bachelor's degree in Social Work, Psychology, Addiction Counseling, Chemical Dependency Counseling or other behavioral sciences and one to two years of work related experience. This position requires the candidate maintains at least 40 annual hours of required training, as required by American Correctional Association Guidelines, Department, Divisional, and facility policies.

This position requires licensure as an Addiction Counselor (LAC). It is the responsibility of the Substance Abuse Counselor to comply with and remain in good standing with the Department of Labor and Industry's Professional Occupational Licensing Board in regards to Licensed Addiction Counselor and Code of Ethics. The Substance Abuse Counselor is required to obtain a minimum of 20 hours of continuing education applicable to the field of Chemical Dependency each year to maintain certification.

If the facility is unable to obtain a Licensed Addiction Counselor (LAC), training assignment will be considered. The individual must be willing actively seek and obtain a LAC.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form, a structured interview, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**** (See Attachment).
4. Copy of post high school transcripts.
5. Three professional references.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: All state employees are required to complete a six month probationary period. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

FOR FURTHER INFORMATION GO TO www.cor.state.mt.gov

****SEE ATTACHED Release of Information****



DEPARTMENT OF CORRECTIONS
Pine Hills Youth Correctional Facility

Job Title:	Substance Abuse Counselor	Position Number:	64104055
Application Deadline:	February 22, 2008	Department:	Corrections

**PINE HILLS YOUTH CORRECTIONAL FACILITY
REFERENCE AND CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?
_____ If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____